



**USASSI
INDIVIDUAL STUDENT
ASSESSMENT PLAN**

**COURSE: Financial Management Technician
SLC**

**DATE:
10 Sep 2024**

**CODE:
542-36B40-C46**

**EFFECTIVE DATE:
01 Oct 2024**

**CLASS NO.
001-25**

1. Purpose: The purpose of the Individual Student Assessment Plan (ISAP), as outlined in TR 350-70, is to establish the student's responsibilities, provide graduation criteria, and detail how the course proponent will determine if a student has demonstrated a sufficient level of competency to pass the Financial Management Technician Senior Leaders Course (SLC). This plan establishes procedures for the administration of assessments and tests. Additionally, it specifies the requirements for course graduation, remediation, retesting, and relief procedures for the subject course.

2. Course Overview: The Financial Management Technician SLC prepares senior NCOs who are both doctrinally sound and technically proficient in delivering Finance and Comptroller (FC) support within a Battalion S-8, G8, or SRC 14 organization and who are also effective communicators and critical and creative thinkers.

3. Student's Responsibilities:

a. Students must complete Phases 1 and 2 for SLC completion credit. Additionally, students must complete all assessed events and participate in all major training activities. It is the student's responsibility to perform the terminal learning objectives.

b. Students will receive the required training material before starting instruction. Students must understand the use and importance of all course material.

c. Students will provide constructive criticism concerning the efficiency and effectiveness of the training and training materials.

d. Students will provide all student-required documents within 72 hours of arrival. The Soldier Support Institute (SSI) Noncommissioned Officer Academy (NCOA) will dismiss students from the course for failing to provide the required enrollment documents per the welcome letter.

e. Students will ensure their temporary assignment is completed in IPPS-A by the home station S1.

f. The Phase 1 enrollment period on day one is two hours (0900-1100).

4. Student's Competency: The SLC small group leader (SGL) will determine student competency level in this course through performance-oriented tests, written and oral communications, and participation. The tests used in this course replicate the actual job requirements as much as possible.

5. Student's Performance:

a. Assessment scores are on a percentage basis using the standards established in this ISAP. U.S. students must achieve at least 80% (70% for international students) on each test, written assignment, oral briefing, and Physical Readiness Training (PRT) assessment. Additionally, there are Go/No Go events that do not impact a student's academic average but require a first-time Go to receive honors.

b. There are two technical comprehensive module tests, four writing assessments, one briefing assessment, one DNC assessment, and two PRT assessments. The tests consist of multiple choice, matching, short answer, fill-in-the-blank, and true or false. Additionally, the SLC SGL will assess each student's character and accountability, in accordance with (IAW) AR 600-100 and ADP 6-22, through overall performance and interactions with peers, SGLs, and superiors. The SLC SGL will also assess each student's developing and collaboration qualities, IAW ADP 6-22, using participation projects and general observation throughout the course.

6. DA Form 1059 (Service School Academic Evaluation Report), Evaluated Areas (International students will receive a DD Form 2496 instead of the DA Form 1059):



**USASSI
INDIVIDUAL STUDENT
ASSESSMENT PLAN**

**COURSE: Financial Management Technician
SLC**

**DATE:
10 Sep 2024**

**CODE:
542-36B40-C46**

**EFFECTIVE DATE:
01 Oct 2024**
**CLASS NO.
001-25**

a. All evaluated and weighted events are identified in the Assessed Events Matrix on pages 2-3. Below are the categories captured on the DA Form 1059, Part II – Academic Achievement, blocks f-j, and the percentages applied to each category.

Character/ Accountability	Presence/ Comprehensive Fitness	Intellect/Critical Thinking & Problem Solving	Leads/ Communication & Engagement	Develops/ Collaboration	Achieves / Lifelong Learner	TOTAL
10%	10%	40%	25%	5%	10%	100%

b. The events considered for the above categories are listed in the Assessed Events Matrix's DA Form 1059 column. Assessments are not confined to one category. The following lists the abbreviations used in the DA Form 1059 column for each category:

C=Character/Accountability P=Presence/Comprehensive Fitness I=Intellect/Critical Thinking & Problem Solving

L=Leads/Communication & Engagement D=Develops/Collaboration A=Achieves/Lifelong Learner

c. Any student achieving at least 95% in a category is eligible for a Far Exceeded Standard rating. (2) Any student achieving 90%-94.99% is eligible for an Exceed Standard rating. (3) Any student achieving 80% is eligible for a Met Standard rating.

d. In conjunction with the student's performance, the DA Form 1059, Part III – Overall Academic Achievement, block a., will be evaluated as follows: (1) Any student scoring in the top 20% of the overall class average can receive Commandant's List. (2) Students scoring 21% to 40% of the overall class average can receive Superior Academic Achievement. (3) Any student achieving a minimum passing grade of 80% can receive Achieved Course Standard.

Professional Development	EVENT NUMBER	DA FORM 1059	MAX/ RAW	PASS/ FAIL	EVENT WEIGHT	METHOD OF SCORING
Written Communication						
- Analytical Essay	400-S316	A	100	80	6	Individual
- Leadership Philosophy	400-S316	A	100	80	2	Individual
- Memorandum for Record	400-S316	A	100	80	1	Individual
- EXSUM	400-S316	A	100	80	1	Individual
Oral Communications						
- Class Participation and Collaboration	400-A213	D	100	80	5	Individual
- Warrior Task and Battle Drill Brief	CHF4AX0	L	100	80	10	Individual
Finance Operations						
- Culminating Training Event (CTE) Assessment	36B4060		Go	No Go		Individual
- Staff Exercise (STAFFEX)	ORLOH015		Go	No Go		Individual
Fitness						
- Physical Readiness Training (PRT) Assessment	400-A214	P	100	80	2	Individual
- DNC Assessment	400-A201	P	100	80	2	Individual
- PRT Development Plan/Risk Assessment	400-A201	P	100	80	2	Individual
- Height and Weight	N/A	P	100	80	2	Individual
- Army Combat Fitness Test	N/A	P	100	80	2	Individual
Leadership						
- Peer Leadership Assessment	400-A203	L	100	80	5	Individual
- SGL Leadership Assessment	400-A203	L	100	80	5	Individual
- Student Leadership Position Assessment	400-A203	L	100	80	5	Individual



**USASSI
INDIVIDUAL STUDENT
ASSESSMENT PLAN**

**COURSE: Financial Management Technician
SLC**

**DATE:
10 Sep 2024**

**CODE:
542-36B40-C46**

**EFFECTIVE DATE:
01 Oct 2024**

**CLASS NO.
001-25**

- Uniform Inspection	400-A201		Go	No Go		Individual
- Layout	N/A		Go	No Go		Individual
Character and Accountability						
- Character and Accountability Assessment	400-A203	C	100	80	10	Individual
Technical Tasks						
G8/S8 Functions	EVENT NUMBER	DA FORM 1059	MAX/RAW	PASS/FAIL	EVENT WEIGHT	METHOD OF SCORING
G8/S8 Examination	36B4T59	I	100	80	20	Individual
Banking, Disbursing, and E-Commerce Support						
- Banking and Disbursing Examination	36B4T60	I	100	80	20	Individual

7. Graduation Requirements:

- a. U.S. students must achieve at least 80% (70% for international students) for each test and written/oral assessment. Assessments are scored on a percentage basis using the standards established in this ISAP. Students may use reference material during tests, including publications and personal notes (written). Students may not use notes, summary sheets, or other material written or provided by someone else. Copied and computer-generated notes are NOT acceptable. Students will submit all markings, comments, worksheets, calculations, or other notes taken during the test to the test proctor before departing the test area.
- b. U.S. students must participate in and complete all events associated with the STAFFEX and CTE.
- c. U.S. students attending institutional training courses must meet the physical readiness standards of AR 350-1, Para 3-13, and body composition standards IAW AR 600-9 and Army Directive 2023-08 (Army Body Fat Assessment Exemption for Army Combat Fitness Score). Students within the 12-month deferment for postpartum are exempt from the Army Body Composition Program (ABCP) IAW ALARACT 027/2021. Students attending this course must meet the standards of TRADOC Regulation 350-18, Paragraph 3-21, Physical Fitness / Weight Control. If a student initially fails the height and weight screening, one additional height and weight screening is allowed. The NCOA will administer no earlier than seven days after the initial failure. The SLC SGL will process students who subsequently fail to meet height and weight standards for dismissal.
- d. U.S. students attending this course must provide a copy of their last record ACFT card when reporting to class. Students must pass the ACFT IAW AR 350-1, Para 3-27, Army Directive 2022-05, page 3 section I, TRADOC Regulation 350-6, and Army Directive 2023-08. If a failure occurs, one additional assessment is allowed, and the NCOA will administer it no earlier than seven days after the initial failure of the ACFT. The SLC SGL will process students who subsequently fail to meet ACFT standards for dismissal. IAW AR 350-1, immediate commanders will permit students with medical profiles (temporary or permanent) due to operational deployment to attend PME within the profile, and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment. The NCOA will remove students with a temporary profile that did not result from operational deployment and prevent full participation in a course from school attendance.

8. Student Attendance:

- a. Students must attend at least 90% of the course to graduate.



**USASSI
INDIVIDUAL STUDENT
ASSESSMENT PLAN**

**COURSE: Financial Management Technician
SLC**

**DATE:
10 Sep 2024**

**CODE:
542-36B40-C46**

**EFFECTIVE DATE:
01 Oct 2024**

**CLASS NO.
001-25**

b. Absences exceeding more than 10% of the course length resulting from unusual circumstances (e.g., medical or emergency conditions) may be considered for an exception to policy by the NCOA Commandant on a case-by-case basis.

- (1). The SLC SGL may approve an absence of up to two hours.
- (2). Absence greater than two hours, not exceeding one day, must be approved by the 1SG, NCOA.

(3). Absences that exceed more than those mentioned above ((1) and (2)), which are a result of unusual circumstances, may be considered for an exception to policy by the NCO Academy Commandant on a case-by-case basis. If granted an absence exception, students will return to the course for completion of graduation requirements and will coordinate with the appropriate SGL to make up for any missed requirements.

9. Academic Probation: SLC SGL will counsel students who fail an evaluated event within one day unless prevented by mission requirements. The SLC SGL will inform the student that they are on academic probation and a subsequent test failure can result in disenrollment. The SLC SGL will lift the academic probation if the student achieves the minimum passing score of 80% (70% for international students) on the retest.

10. Student Dismissal: IAW AR 350-1, Para 3-15, students may be considered for dismissal for, but not limited to, the following reasons:

- a. Failing evaluated events while on academic probation.
- b. Repeated failure to report for and participate in training at prescribed time.
- c. Failure to conform to appropriate standards of dress, personal appearance, or professional bearing.
- d. Representing other's work as your own.
- e. Obtaining test answers or other graded materials inappropriately through means other than personal study, learning, or memorization.
- f. Repetitive disruptive behavior that interferes with the opportunity of others to learn.
- g. Prolonged absence due to illness, injury, or disqualifying physical or psychiatric conditions.
- h. Prolonged absence for personal reasons prevents the student from training on a critical task or when continued attendance imposes a severe hardship on their family.
- i. Prolonged absence due to civilian or military detention facility incarceration
- j. Excessive spot reports or adverse counseling (three or more).

NOTE: Refer to SSI Reg 350-11 for flow charts depicting the relief/new start process for Academic/ Nonacademic.

11. Counseling:

- a. The SLC SGL will provide students with developmental counseling (administrative, nonacademic, and academic) and other forms of individual communication as early as possible.

 <p>USASSI INDIVIDUAL STUDENT ASSESSMENT PLAN</p>	COURSE: Financial Management Technician		DATE:
	SLC	CODE: 542-36B40-C46	EFFECTIVE DATE: 01 Oct 2024

- b. The SLC SGL will provide students, at a minimum, with the following counseling: initial, mid-course, and end-of-course.
- c. The SLC SGL and student will sign and date the counseling documents once the counseling is performed. If the student refuses to sign, the counselor must annotate on the document "student refuses to sign."
- d. The SLC SGL will complete all counseling IAW ATP 6-22.1.

12. Remedial Training Policy: The SLC SGL will provide remediation for students who fail to achieve standards on initial tests and one retest using an alternate version. The SLC SGL will provide students who fail to achieve standards on written/oral evaluations remediation and one opportunity to resubmit their written/oral assignment. The SLC SGL will award students who pass a retest or a resubmission of a written/oral requirement the minimum passing score of 80% for grade averaging and class standing purposes (70% for international students). However, the actual retest and resubmission scores will be recorded in the student's records to establish the final proficiency level attained. Students who fail a test or writing/oral assignment are NOT eligible for class honors regardless of grade average.

13. Reteaching/Retesting Policy: The NCO Academy Commandant can authorize further remediation and a second retest. To be considered for a second retest, the student must have demonstrated satisfactory oral and written communication skills, exceptional leadership, motivation, and professionalism.

14. Test Challenging Procedures:

- a. A student that wishes to challenge a question(s) on a test must fill out FJ Form 350-11-86A (Reclama of Test Question(s)) and turn it in to the SLC SGL within 24 hours of the "Date Test Taken" on the form.
- b. The Director of Training (DOT) is the final approval authority for all Reclamas of Test Question(s). The SLC SGL will notify the student of the DOT's final decision.

15. Validation and Operational Trial Testing Procedures: The SLC SGL will inform students of all validation/operational trial testing after the test and the facilitators have completed their assessment. Below are the following procedures regarding all test validations/operational trials:

- a. If over 40% of the student population misses a question(s), the SGL will flag that question. Training Development Directorate (TDD) and FCS subject matter experts will review test questions flagged to determine validity.
- b. If greater than 30% of the questions are deemed invalid, then the test is referred through the TDD Director to the Finance and Comptroller School (FCS) Commandant for a decision on the validity of the test. Students will not receive credit for the test the FCS Commandant deems invalid, and that test will not count for academic purposes.
- c. If 30% or less of the flagged items are deemed invalid, all students are given credit for those questions, and the final test scores will be adjusted, receiving credit for the invalid items.

16. Honors Determination: Only U.S. Soldiers will compete for honors. When selecting NCOs for honors, the SLC SGL will consider the whole Soldier concept and overall performance. The NCO Academy Commandant reserves the right to withhold any honor from students who display unprofessional conduct or lack leadership qualities. IAW NCO Academy Policy Memorandum #23, the list of honors is outlined below:

- a. Distinguished Honor Graduate. Presented to the student with the highest academic average and eligible for the Commandant's List. In the rare event of a tied grade point average, the Soldier with the highest ACFT score



**USASSI
INDIVIDUAL STUDENT
ASSESSMENT PLAN**

COURSE: Financial Management Technician

SLC

DATE:

10 Sep 2024

CODE:

542-36B40-C46

EFFECTIVE DATE:

01 Oct 2024

CLASS NO.

001-25

who otherwise meets all qualifications will be awarded the Distinguished Honor Graduate. Distinguished Honor Graduate is required to score 540 on the ACFT.

b. Commandant's List. Presented to students in the top 20% of the graduating class, achieving an overall academic average of at least 95%, receiving a first-time Go on all evaluated events, and having no negative counseling statements. Additionally, the students must receive at least four "Far Exceeded Standards" ratings on their Academic Evaluation Report Part II, blocks f - k. One of the "Far Exceeded Standards" ratings must be "Leads/Communication and Engagement." Students must also receive "Exceeded Standards" ratings in all other areas. The students must also have scored a 540 on the ACFT.

c. Distinguished Leadership Award Recipient. Presented to the student who best represents the leadership traits and competencies outlined in ADP 6-22. The student must achieve an overall academic average of at least 85%, receive a first-time Go on all evaluated events, and have no negative counseling statements. Additionally, the student must receive a minimum of four "Exceeded Standards" on their Academic Evaluation Report Part II, blocks f – k, with one of them in the area of "Leads/Communication and Engagement."

d. Superior Academic Achievement. Presented to students in the top 30% of the graduating class who do not qualify for Commandant's List, achieved an overall academic average of 90%, received a first-time Go on all evaluated events, and had no negative counseling statements. Additionally, the students must receive at least three "Far Exceeded Standards" ratings on their Academic Evaluation Report Part II, blocks f - k. One of the "Far Exceeded Standards" ratings must be "Intellect/Critical Thinking and Problem Solving." Furthermore, a minimum "Exceeded Standards" rating must be in the "Leads/Communication and Engagement."

e. Leadership Essay Award. Presented to the student that produces the best essay on ADP 6-22 topics, Army Leadership, and the Profession. See NCO Academy Policy Memorandum #31 for further guidance.

f. IRON NCO Award. Presented to the student who scores highest in ACFT above 540 with at least 90 in each event.

17. Diplomatic Medal: Presented to the international student who best demonstrated academic achievement, involvement in class-sponsored activities, interaction with American students and the local community, and participation in Information Program activities sponsored by the International Military Student Office.

18. American Council on Education (ACE): The credits recommendations for the FM SLC are in the lower-division baccalaureate/associate degree category, 3 semester hours in financial planning and cost management, 3 in supervision, and 3 in administrative support technology.

FOR THE COMMANDANT:	PHONE	PREPARER	PHONE	DATE
 LTC Andrea D. Matthiew Director of Training SSI, Finance and Comptroller School	751-8558	 SFC Mitchell J. Sheehan TDD FC NCOIC SSI, Training Development Directorate	520-673-7700	10 Sep 2024